

UK TRIAL MANAGERS' NETWORK WORKING GROUP

TERMS OF REFERENCE

Aims of the UKTMN

The Network aims to facilitate the development of a well-trained, highly motivated, effective workforce of trial managers within the UK health care system who will make an important contribution to the efficient delivery of high quality clinical trials. It aims to provide a forum which will promote best practice in effective management and delivery of clinical trials, and provide a focus for the professional competencies required to effectively manage a clinical trial and thereby developing a career pathway for trial managers. UKTMN also seeks to promote a shared understanding of the role and value of effective trial management within clinical research.

Aim of the Working Group

The aim of the Working Group is to:

- guide, advise and support the organisation to meet its aims
- guide the future strategic development of the Network activities
- explore opportunities for the long-term sustainability of the Network

Working Group members

Membership of the Working Group will continue to be volunteers, all of whom are involved in clinical trials, who have agreed to assist in guiding the development of a longer-term strategy for the Network's sustainability. All such volunteers must be approved by the existing members of the Working Group.

Each member of the Working Group will stand for two years in the first instance. This two-year period can be renewed for further two-year periods. It is envisaged that the structure of the Working Group (sub-groups and specific roles) will continue to evolve.

Full members willing to serve as members of the Working Group can self-nominate via the Chair. The Working Group should consist of a maximum of 20 members including the Chair.

The Chair of the Working Group will be appointed by the Group.

Responsibilities of the Chair

The Chair of the Working Group will be responsible for ensuring that the future sustainability of UKTMN is paramount in all discussions and decisions made by the group.

Meeting Frequency

The Working Group should meet mainly by teleconference at least every three months. An annual face-to-face meeting is recommended.

The organisation and support of Working Group meetings will be undertaken by the Secretariat.

Review

The Working Group will review the Terms of Reference every two years to ensure the aim of the Working Group continues to reflect the needs of the Network. During this review the membership and Chair of the Working Group will be considered and those members who are required to stand down will be given the option to stand for their second term. New members will be sought as required.

Meeting Procedures

A meeting shall be quorate if at least four members, of whom at least one is a trial manager (indicated by * in the members' list), take part. The aim is for consensus in decision making, however if necessary decisions shall be taken by majority vote, with the chair having a casting vote in case of a tie. Each meeting of the Working Group should be minuted and archived by the Secretariat.

Sub-groups

The Working Group has the authority to develop sub-groups for specific tasks. These sub-groups will be made up of existing members of the Working Group but will have the ability to co-opt expert members as required. Each meeting of the sub-group will be minuted by the Chair or delegate.

Responsibilities of the Sub-group Chair

The Chair of each sub-group will be responsible for ensuring that all discussions and decisions made by the group are minuted and available for review by the Working Group.

Meeting Frequency

The Sub-groups should meet mainly by teleconference as often as necessary but at least every three months.

The organisation and support of the Sub-group meetings will be undertaken by the Sub-group Chair or delegated group member.

Review of the Sub-groups

The aims of the Sub-groups, or need for need for new Sub-groups, will be reviewed annually by the Working Group.

The aim of each sub-group is defined later in this document.

**Working Group Membership
1st January 2018**

NPEU, NDPH, Oxford (retired)	Barbara Farrell (Chair)
Newcastle University	Elaine McColl
CTSU, NDPH, Oxford	Louise Bowman
MRC Epidemiology Unit, Cambridge	Gwen Brierley*
NMHAP RU, Glasgow	Kirsteen Goodman*
CTRU, Leeds	Suzanne Hartley *
Liverpool CTC	Helen Hickey *
Keele CTU	Sarah Lawton*
CHaRT, Aberdeen	Alison McDonald *
ICTM, UCL, London	Helen Meadows
Nottingham CTU	Eleanor Mitchell*
Exeter CTU	Shelley Rhodes*
BRTC, Bristol	Jodi Taylor*

Note: members indicated with * are trial managers

Editorial Board

Aim

The aim of the UKTMN Editorial Board is to provide expert editorial input into the revision of the Guide to Efficient Trial Management. More specifically the role of the Editorial Board is to advise on the scope, structure and content of the new edition of the Guide as well as to ensure that the Guide always remains an up to date and key tool for Trial Managers who are members of the UKTMN.

Membership *(Sixth Edition, 2018)*

CHaRT, Aberdeen	Alison McDonald (Chair)
NPEU, NDPH, Oxford (retired)	Barbara Farrell
NMHAP RU, Glasgow	Kirsteen Goodman
INVOLVE	Zoe Gray
MRC CTU at UCL	Lynda Harper
CTRU, Leeds	Suzanne Hartley
Liverpool CTRC	Helen Hickey
Keele CTU	Sarah Lawton
Nottingham CTU	Eleanor Mitchell
Exeter CTU	Shelley Rhodes

Training & Competency Framework Sub-group

Aims

The aims of the Training & Competency Framework Sub-group is to address the lack of recognition of trial management as a profession and the lack of specialised training for trial managers to progress their careers.

By developing a suite of bespoke training workshops specifically designed for the needs of trial managers and a competency framework linked to personal development it will enable individuals to progress through novice, experienced and senior roles. The sub-group will also carry out surveys to assess what areas of training need to be developed.

Membership

	Vacant (Chair)
MRC Epidemiology Unit, Cambridge,	Gwen Brierley
NPEU, NDPH, Oxford (retired)	Barbara Farrell
CTRU, Leeds	Suzanne Hartley
Liverpool CTCRC	Helen Hickey
Keele CTU	Sarah Lawton
Newcastle University	Elaine McColl
ICTM, UCL, London	Helen Meadows
Exeter CTU	Shelley Rhodes
BRTC, Bristol	Jodi Taylor

Website Sub-group

Aim

The aim of the Website Sub-group is to ensure that the UKTMN website reflects the needs of the membership by offering a method of communication, networking and sign posting to relevant news, training and other activities.

UKTMN members join the Network through an eligibility check on the UKTMN website and thereafter have access to member only areas.

Membership

NPEU, NDPH, Oxford (retired)	Barbara Farrell (Chair)
CTSU, NDPH, Oxford	Ryonfa Lee